SHELBY COUNTY
CORRECTIONAL FACILITY

INMATE HANDBOOK
"RIGHTS AND RESPONSIBILITIES"

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SHERIFF
| 16. COMMISSARY:                              | 10 |
| 17. PERSONAL HYGIENE:                       | 10 |
| 18. ISSUED CLOTHING:                        | 111|
| 19. ISSUED ITEMS:                           | 11 |
| 20. APPEARANCE FOR VISITS:                  | 12 |
| 21. VISITATION:                             | 12 |
| 22. READING MATERIALS:                      | 12 |
| 23. RECREATIONAL AREA:                      | 12 |
| 24. CORRESPONDENCE:                         | 12 |
| 25. INMATE USE OF THE TELEPHONES:           | 13 |
| 26. HAIRCUTS AND FACIAL HAIR:               | 14 |
| 27. RELIGIOUS SERVICES:                     | 14 |
| 28. INMATE WELFARE:                         | 14 |
| 29. PERSONAL PROPERTY:                      | 15 |
| 30. COURT ATTIRE:                           | 15 |
| 31. MEDICAL CARE:                           | 15 |
| 32. COPYING SERVICES:                        | 16 |
| 33. COURT APPEARANCES:                      | 16 |
| 34. INMATE GRIEVANCE (Not related to Disciplinary Action): | 17 |
| 35. PREA COMPLIANCE (PRISON RAPE ELIMINATION ACT) | 17 |
| 36. REPORTING CRIME TIPS OR FACILITY VIOLATIONS | 18 |
| 37. INSTRUCTIONS FOR THE INMATE PHONE SYSTEM | 18 |
| 38. PROHIBITED ACTS                         | 19-21|
| 39. DISCIPLINARY HEARINGS - INMATE APPEAL PROCESS | 22-23|
INTRODUCTION

This handbook contains your rights and responsibilities. It also describes acts prohibited in the Shelby County Corrections Facility and types of disciplinary action that may be taken if you commit any of the prohibited acts. Read them carefully so that you fully understand what is expected of you and what you can expect in return. If you do not follow these rules, administrative, disciplinary and/or legal action could be taken against you. This handbook also contains information you will need to make your stay here as beneficial to you as possible.

While you are at this corrections facility, you are expected to take advantage of any opportunity provided here to assist you.

In any community, it is necessary to respect the rights, privileges and responsibilities of others. This is needed to an even greater degree in an institution of this type.

It is important that you read and know the contents of this handbook. It is your responsibility to seek help from correctional officers on anything contained in this handbook you do not understand.

RIGHTS

1. You have the right to be treated respectfully, impartially and fairly by all correctional officers.
2. You have the right to be informed of the rules, procedures and schedules concerning the operation of this facility.
3. You have the right to receive: nutritious meals, proper bedding, clean clothing and a laundry schedule for cleanliness, an opportunity to shower regularly, certain toiletry articles and accessible medical treatment.
4. You have the right to correspond by mail with family members and friends who are not incarcerated in the Shelby County Corrections Facility or any other federal, state, county or city correctional facility.
5. You have the right to unrestricted and confidential access to the court by written correspondence.
6. You have the right to legal counsel.
7. You have the right to a variety of reading materials.
8. You have the right to participate in educational programs and work assignments as far as resources are available. Custody level of the inmate will determine eligibility.
9. You have the right to one hour of exercise per day. Occasionally, extreme weather conditions may prevent this. The health and safety of inmates in our custody is of primary importance.
10. You have the right to attend non-denominational religious services as provided by volunteer clergy.

RESPONSIBILITIES

1. It is your responsibility to treat others, both correctional officers and inmates in the same manner you would like to be treated by recognizing and respecting the rights of others.
2. It is your responsibility to not waste food, to follow laundry and shower schedules, to maintain neat and clean living quarters, and to seek medical care if needed.
3. It is your responsibility to honestly and fairly present your petitions, questions and problems to the court, and use the services of an attorney.
4. It is your responsibility to take advantage of activities which may help you live a successful and law-abiding life within the Shelby County Corrections Facility and in our community. You will be expected to abide by the regulations governing the use of such activities.

ADMISSION PROCESS

All persons received into the Shelby County Corrections Facility are initially processed in the Booking Office. During this procedure you will be fingerprinted, photographed, issued jail clothing, and given your resident number. Personal possessions will be collected, inventoried and bagged for storage at this point. Your money will be inventoried and placed in your inmate account. You will have an opportunity to make one free local call during the booking process. Any other calls will be collect or prepaid through the inmate phone provider for the Shelby County Correctional Facility.

You will be advised of the charge(s) against you and you will be provided with information relative to your bond status. You also will receive a preliminary medical screening.

INMATE CLASSIFICATION

The Classification Section will review your current charges, prior history, medical and psychological needs. Facility assignments are then made according to classification level and available space.

This classification process continues throughout your confinement and may result in the reassessment of your custody level. Additional charges, change in needs and behavior/interactions with staff and other inmates are reasons for a change in classification. Some of these changes are handled routinely and do not require a cell change. Inmate worker positions are assigned according to facility needs as well as current classification and custody level.

Any inmate may request a classification review in order to have their classification reassessed. All requests for classification reviews should be written on an inmate request/grievance form should include the reason for the request and should be addressed to classification.

BONDING PROCEDURES

An inmate’s bond is set by the courts and not the Shelby County Corrections Facility. Bond amounts are set by warrant or court order. No officer can change a bond amount or type of bond. If you are a city inmate, a Judge or Magistrate of that city sets your bond.

There are three (3) ways to post a bond for a county pre-trial inmate, provided the bond is not a “Cash Only” bond:

1. CASH BOND: Cash in the amount of the total bond. This must be in the form of a money order or cashier’s check made out to Mary Harris, Clerk of Court.

GovPayNet: Citizens who wish to make cash bail payments may do so using GovPayNetSM. GovPayNet accepts major credit and debit cards for cash bail twenty-four hours a day, seven days a week on-site, online (www.govpaynow.com) or by phone (1-877-EZBAIL5). Cardholders can make payments on their own behalf or on behalf of friends or family. They need only know some basic information about the arrestee and the bail amount, information that the Shelby County Jail can provide prior to the cardholder contacting GovPayNet. For convenience, GovPayNet’s dedicated, bilingual Bail Specialists are available around the clock should cardholders require additional help.
2. PROPERTY BOND: If the property is in Shelby County, we can approve the bond here. If the property is located in another county, someone will have to go to that county’s Sheriff’s Office to have the bond approved. Upon approval bring the bond papers to the Shelby County Jail. Out of county property bonds will be required to meet that particular county’s requirement for bonds.

Only one property is needed to make a property bond as long as the property is valued at or above the amount of the bond. Multiple bonds can be made using the same property so long as the total amount of the bonds does NOT exceed the property value. For example, if the property is valued at $10,000.00 one $10,000 bond OR two $5,000 bonds can be made with this piece of property.

If the property is in the name of more than one person, all people listed on the property must be present to sign the bond. The name of the incarcerated person may not appear on any property used for bail.

If the property is a commercial property, you must be able to show authorization from the company to sign the bond. All commercial property must be approved by the Sheriff or his designee.

Bonds will be approved on an individual basis and not a cumulative basis.

Unless emergency or exigent circumstances exists, bonds which cannot be approved by on-duty Sheriff’s Office personnel will not be approved during the hours of 2200 - 0600 hours.

3. Bonding Company: There are several professional bondsmen who are approved by the Shelby County Courts to post bonds in this facility. A list is provided in the booking area which contains all of the current bonding companies. Bondsmen generally charge a fee for their services and usually have additional requirements. These negotiations must be worked out between you, or your family, and the bondsman. Employees at the Shelby County Corrections Facility cannot, and will not, get involved in these negotiations, nor will we recommend any bonding company to you. You, or your family, must decide which bondsman to call.

Before an inmate can be released from this facility, his/her bond must be approved by an officer authorized to do so.

REQUIREMENTS TO OBTAIN INMATE WORKER STATUS (OUTSIDE WORK)

For an inmate to be assigned to worker positions outside the Shelby County Corrections Facility, all of the requirements stated in the previous section will be followed with the following additions.

1. Inmates must be sentenced on all charges to serve time at Shelby County or Alabama DOC.
2. Sentenced inmates must have at least thirty (30) days remaining on their sentence. Approvals for inmates with less than 30 days will only be considered according to facility need as deemed by the Inmate Worker Supervisor.
3. Inmates must have been sentenced to 10 years or less of incarceration at ADOC.
4. Inmates may not be considered for work assignments if they have holds in other jurisdictions outside of Shelby County or if they have any pending charges with Shelby County. Sentenced inmates with only misdemeanor holds within the county will only be considered according to facility need as deemed by the Inmate Worker Supervisor and/or after contact with the wanting agency.
5. Municipalities may also sentence a city inmate to work for the benefit of Shelby County or for the benefit of local municipalities within Shelby County.
6. Inmates with outstanding child support under $5,000.00 may work outside.
7. Inmates who are non-sentenced Probation Violators may be eligible for outside work.
8. Inmates who are charged with Motion to Set Aside Suspended Sentences may be eligible for outside work.

REQUIREMENTS TO OBTAIN INMATE WORKER STATUS (INSIDE WORK)

The following criteria must be met by an inmate to be eligible for inside inmate worker status in the Shelby County Corrections Facility.

1. Inmates must have a Minimum Security Classification. Minimum Security inmates with Manufacturing or Trafficking charges will only be considered according to facility needs as deemed by the inmate worker supervisor.
2. All new arrivals must wait 15 days before being eligible for worker status.
3. All inmates must be cleared by the medical staff prior to working in the kitchen. Inmates may be denied participation in any part of the worker program by the medical staff based on medical issues.
4. Inmates who have received a disciplinary action cannot be an inmate worker for thirty (30) days after re-entering general population from their disciplinary action.
5. Inmates who have committed two (2) or more contraband offenses involving drugs or weapons within the past five years will be ineligible for work. Inmates who have committed contraband offenses involving tobacco will only be eligible according to facility need as deemed by the inmate worker supervisor.
6. Inmates can be denied inmate worker status based on continuous behavioral problems even if no disciplinary reports are issued, provided the inmate’s file contains those reports of unacceptable behavior.
7. Federal inmates are prohibited from participating in work details outside their assigned housing unit.
8. To the degree jobs are available, qualified inmates may be assigned to a work detail. Discrimination based on the inmate’s race, religion, national origin, sex or disability is strictly prohibited.

CONDUCT AND WORK PERFORMANCE BY INMATE WORKERS (INSIDE AND OUTSIDE)

1. Inmates must shower daily and have hair within required limits. Inmates must also shave regularly on the appropriate days.
2. Inmates must not consume any alcoholic beverage, use any type of tobacco product, or narcotics when outside. Nothing is to be brought back into the Corrections Facility.
3. No items will be accepted into the Corrections Facility i.e. coffee, creamer, sugar etc.
4. Inmates are to have no direct contact with civilians unless instructed to do so by the Work Supervisor and then only to accomplish the job at hand. No visiting is allowed.
5. Inmates will not use obscene language, talk loudly, or conduct themselves in any way which will reflect poorly on the facility or the Shelby County Sheriff’s Office.
6. Inside inmate workers will not visit or loiter in any area of the jail. Inmates will not pass messages or other items between inmates or cellblocks. When an inmate’s job is completed, he/she must return to their cellblock or any area designated by the supervisor.
7. Under no circumstances will an inmate worker be in possession of unauthorized keys.

8. Male and female workers may not interact with one another. Under no circumstances will male and female workers stand in close physical proximity to each other, touch each other, exchange physical objects or remain in the same room/area without direct supervision.

9. Inmate workers must not possess, use or otherwise consume any tobacco products or alcoholic beverages.

**HOUSING RULES AND REGULATIONS**

1. **GENERAL HOUSEKEEPING:**
   Each dorm, or cell, and the surrounding area must remain neat and clean at all times. Each inmate is responsible for his/her day room/cell and the surrounding area. Nothing is to be posted or glued on walls, mirrors, bars, or windows. No writing or drawing on walls or ceilings is permitted.

2. **DAY ROOM AND CELL AREA:**
   It will be the responsibility of inmates using the day room and lavatory areas to keep these facilities neat and clean at all times. The following rules will be adhered to by all inmates in the general population housing areas:
   
   a. No beating on the dorm glass or cell doors.
   b. No clotheslines or hanging of laundry.
   c. No sitting or standing on the day room furniture.
   d. No writing on the day room glass, windows or doors.
   e. Inmates must be fully dressed (jail uniform) and clothing must be worn appropriately while in the day room.
   f. Cell doors, and/or air vents will be free of clutter.
   g. Nothing is allowed to be draped from bunks or hand rails.
   h. Mattresses will be positioned horizontally on the bed, and no more than one (1) mattress will be used by any inmate at any one time, unless otherwise prescribed by the medical staff. Mattresses will not be used on the floor for any reason and will not be rolled or folded.
   i. No wearing of any type of headgear in the dayroom (head rags, etc.).
   j. No wearing of any altered clothing items (false sleeves, home-made belts, etc.).
   k. Inmates will not cross the “Red Line” unless directed by an officer or in case of emergency.

3. **GAMES:**
   All games (dominoes, playing cards, etc.) will be stored neatly in the inmate’s cell when not being used. Gambling is prohibited.

4. **PERSONAL ITEMS:**
   Personal items will be stored in the property space provided in your cell. Nothing is to be posted or glued on walls, mirrors, ceilings, etc. (i.e. pictures, drawings, etc.) No writing or drawing on walls or ceilings is permitted.

5. **FIRE AND VENTILATION REGULATIONS:**
   Light fixtures, doorways, ventilators, sprinkler heads and windows are to remain unobstructed. Sheets or blankets shall not be used as rugs, drapes, hammocks or tenting. No fires are permitted. You are responsible for any damage to your immediate housing area.
6. CELL ASSIGNMENTS:
You will not be permitted to relocate from one housing area to another, unless ordered by the Classification Section. You are expected to relocate when so ordered. Failure to comply can result in disciplinary action. The shift supervisor may place an inmate into administrative confinement if the inmate’s behavior causes serious safety or security problems. This is not a disciplinary measure.

7. BEHAVIOR:
No arm wrestling or general “horseplay” (pushing, kicking, hitting, wrestling or similar activity) will be tolerated throughout the corrections facility. You are not to enter another inmate’s cell, nor are other inmates permitted in your cell.

Summary punishment may be utilized by a shift supervisor on a specific cell or dormitory to maintain security of the facility.

8. SMOKING:
Smoking, the use of, or the possession of any type of tobacco product or other smoking paraphernalia is prohibited at the Shelby County Corrections Facility.

9. CONTRABAND:
Contraband is generally defined as any item that was not issued to you, or determined allowable for inmate use. Contraband is never to be in the possession of, or in the area of an inmate. Being in the area of, having the control over, or being in the proximity of contraband is a punishable offense.

10. ACCIDENT OR INJURY:
If, at any time, you are injured, either in or out of your cell, you are to immediately notify an on-duty correctional officer or other staff member.

11. TRASH RECEPTACLES:
All trash will be placed in trash receptacles, not in toilets. Any type of trash, clothing, or improper item placed into the toilet (including feminine hygiene products) will result in disciplinary action and possible criminal charges.

12. SANITATION:
The corrections facility shall be kept in the highest degree of sanitation at all times. Television and phones will remain off until cleaning is complete. The following procedures shall apply:

1. Housing Units:
   a. Each Inmate shall be responsible for the cleanliness and order of their immediate area. All inmates shall be responsible for the cleanliness of the day room area of the housing unit.
   b. Floors shall be swept and mopped daily.
   c. Toilets, sinks and showers will be cleaned daily.
   d. Trash receptacles will be emptied and cleaned daily.
   e. Litter will not be permitted to accumulate on the floors or in an inmate’s cell.
   f. The placing of pictures or other items on the walls is strictly prohibited.
   g. The placing of items in windows, on window sills, on grill bars, or hung from lighting, sprinkler heads or ventilation fixtures is strictly prohibited.

2. Other Corrections Facility Areas:
a. Other areas of the corrections facility will be kept clean by inmate workers.

13. TELEVISION:
The televisions will be turned off at 10:30pm each night for general population cells. Television shut off times for inmate workers may be modified as needed by the supervisor. Medical and disciplinary cells are not permitted the use of a television. Programming selection will be typically at the discretion of the individual pod.

14. MEALS AND PURCHASED FOOD:
Only food items purchased through the commissary are allowed in the housing area. No food from the meal tray is to be kept in the cell or day room areas. All food not eaten will be left on the meal tray for return to the kitchen. No food is to be placed into the trash receptacles or the toilets. Meals are served 3 times daily.

Meal times within the corrections facility are generally as follows: breakfast 5:00 a.m. lunch 12:00 noon, supper 5:00 p.m.

Special dietary meals will be provided for medical reasons as prescribed by the medical staff.

15. INMATE ACCOUNTS:
Upon booking into the Shelby County Corrections Facility, any cash that you have will be placed into your inmate account. Any checks (paychecks, tax refunds checks, etc.) which you may have will be placed into your property. However, checks you may have been issued from other correctional facilities can be signed over and the funds placed into your account. Any money orders that you receive in the mail, or bring to the facility will be entered into your account. Your inmate account number is known as your resident number and will be given to you when you are booked in.

Any expenses which you incur during your stay here, such as medical co-pays and commissary purchases, will be deducted from your inmate account.

When you are discharged from here, you will be issued a check for the balance of your account. You will be instructed as to where you may cash the check if you do not have a bank account.

Be aware that medical co-pays are subtracted from your account even if you have no funds. Any funds which you may receive in the future will have these negative amounts subtracted.

16. COMMISSARY:
Commissary orders will be taken twice each week. You may order up to $60 worth of commissary items at one time. Money orders must include your resident number to be credited to your account.

Examples of items available for purchase are writing materials, soap, deodorant, shampoo, undershirts, socks, tennis shoes, candy bars, cookies, etc. The cost of purchases made by you will be deducted from your inmate account.

17. PERSONAL HYGIENE:
Each inmate is expected to maintain a high degree of personal cleanliness. Showers and toilet articles are available for this purpose. **YOU WILL BE REQUIRED TO SHOWER DAILY.** Razors, soap, towels, toothpaste and a toothbrush will be furnished by the facility. Inmates in disciplinary confinement will be required to shower every third day.
All inmates should be especially watchful for crab lice. The prevalence of vermin is much greater where groups of people live together, particularly when they come from all walks of life. All inmates should examine themselves daily or each time they shower. Should a person become infected, he/she should immediately notify an officer.

18. ISSUED CLOTHING:
You are required to dress in jail-issued clothing. Alterations to facility issued clothing are not allowed. **ALL CLOTHING MUST BE WORN PROPERLY** (jumpsuits will be worn the correct way, with arms in the sleeves and all buttons snapped, pants will be worn up around waist, pants legs will not be rolled up, all buttons closed and “Shelby County Jail” lettering will be worn on the outside of the uniform).

19. ISSUED ITEMS:
Inmates housed at the Shelby County Corrections Facility will be given the opportunity to exchange their facility issued uniform three times a week. Bed linen and towels for all inmates will be exchanged once a week. Upon entry to the facility, each person will be issued the following:

a. One mattress  
b. Two sheets  
c. One towel  
d. One jumpsuit (or one shirt and one pair of pants)  
e. One pair of shower shoes  
f. One blanket  
g. Toothbrush  
h. Toothpaste  
i. Bath soap

**Note:** Destruction of issued bedding or clothing will be cause for possible criminal and/or disciplinary action! Destruction also includes writing or drawing on facility uniforms or shoes.

All items will be returned to the Releasing Officer upon leaving the Shelby County Corrections Facility.

An inmate immediately placed on a suicide watch will receive only the appropriate suicide resistant bedding and clothing until cleared off of suicide watch.

Personal hygiene items listed below will be issued as follows:

a. Toothbrush – Only when worn out (weekly) – turn in the old one  
b. Toothpaste – When empty (weekly) – turn in the old tube  
c. Razors – Issued only on Sunday and Wednesday nights. Turn back in later the same night  
d. Soap – As needed  
e. Toilet Paper – As needed (no excessive use)

Inmates will not break, tear apart, or tamper with razors in any way. Possession of razors other than those provided by the facility is strictly prohibited.
20. APPEARANCE FOR VISITS:
   Full dress (shirt, pants and footwear) will be required for visitation, religious services, medical services, social services, educational classes, court appearances and attorney visits.

21. VISITATION:
   Visitation will be determined by inmate bed assignment. Visitation times are posted on the internet (www.shelbyso.com) and a visitation schedule will be posted in each cell block. **It will be the responsibility of each Inmate to contact his/her family and friends to let them know when to come to the jail for visitation.** Any time an inmate is given a new bed assignment, it will be that inmate’s responsibility to keep his/her family and friends informed as to when he/she will be having visitation.

   No property may be left for an inmate at visitation time or any other time except:
   a. Prescription eyeglasses or contact lenses with non-alcohol saline solution
   b. Prescription medication as approved by the medical staff
   c. Court clothes as explained in the section “Court Attire”
   d. Money orders

Denial or Termination of a Visit:

   A visit may be denied or terminated and visiting privileges suspended under the following circumstances:
   a. Visitors under the influence of alcohol or other substances.
   b. Insufficient space available.
   c. Refusal by a visitor to submit to search procedures.
   d. Refusal or failure to produce sufficient identification or documentation for the purposes of registration **OR** falsification of identifying information by a visitor.
   e. Violation of facility rules by a visitor or inmate.
   f. Failure to prevent children from disturbing other persons in the visiting area.
   g. Inappropriate display of affection, suggestive activity or inappropriate dress.
   h. Other conduct or conditions deemed by the Visitation Officer or Shift Supervisor to be disruptive to visiting operations or to the security of the facility.

22. READING MATERIALS:
   An inmate shall have in his or her possession no more than four (4) books at any time, including reference and religious material.

23. RECREATIONAL AREA:
   The outside recreation area is provided for you to play basketball, walk or just sit around in the fresh air. You normally have one hour of exercise each day. Adverse weather conditions may prevent a particular day’s exercise (i.e. extreme cold or heat, lightning, tornado warnings, etc.). You must wear your complete jail uniform, in the correct way, while going to and from the recreation area.

24. CORRESPONDENCE:
   Your official mailing address is:
   Full Name, Resident Number (required on incoming mail)
   C/O Shelby County Corrections Facility
   P.O. Box 1240
   Columbiana, AL 35051
You may write to anyone you choose, excluding inmates currently incarcerated in this facility or anyone in any other corrections facility. Your correspondence could be restricted if officials of this facility find that your correspondence violates the statutes of law, violates the wishes of persons who receive your correspondence, or poses a threat to the security and order of this correctional facility. There will be no censorship of incoming mail or outgoing mail, although all mail (other than legal) could be subject to being read to maintain the security of this facility if we have reason to believe the correspondence refers to escape attempts, introduction of contraband or a danger to someone. All mail will be inspected for contraband. You shall not receive mail from any federal, state, county or city jail or correctional facility.

Legal mail will only be opened in the presence of the inmate and inspected for contraband. To qualify for "Legal Mail," the mail must be stamped "Legal Mail." Writing "Legal Mail" on an envelope does not qualify.

There will be no limit on the number of letters you may send out provided you can pay for the paper, pens and stamps. If you are unable to pay for these items, you may order an indigent kit through the commissary. You will be provided enough writing materials for one (1) letter per week. Indigent kit qualifications:

a. Maximum balance to be considered indigent: $2.15
b. Minimum days to be considered indigent: 14
c. Minimum number of days between indigent kit orders: 14
d. Indigent kits will be handled: charge all

Incoming mail MUST have your complete name and resident number. If the mail does not contain the resident number, and we cannot determine which inmate should receive the mail, we will be forced to return the mail to the sender. It is the inmate’s responsibility to provide his/her resident number to anyone who may send him/her mail. Mail containing pens, blank paper, envelopes or stamps will not be accepted.

All mail must have a valid return address. Any mail that is determined to be from an invalid or bogus address will not be accepted.

Inmates may receive money orders either by mail or by having it brought to the Facility. The Shelby County Corrections Facility will not accept cash or checks. The money order MUST contain the inmate’s resident number to ensure credit to the proper inmate account.

No packages will be accepted.

No notes or written communications are to be exchanged or passed, directly or indirectly, between inmates in this Facility.

25. INMATE USE OF THE TELEPHONES:
Upon admittance, you are permitted to use the telephone to obtain counsel and/or to notify your family or arrange for bond. Belligerent or severely intoxicated inmates will not be allowed to use the phone until they are better able to do so.

All general population cellblocks contain telephones. Disciplinary blocks do not. These are "collect only" telephones. Phone time can also be prepaid purchased through the current phone provider for the Shelby County Correctional Facility. When dialing out, you must dial "0," then the area code, then the number. This must be done for local calls as well as long distance. The person you call must agree to accept and pay for the call, if it is not prepaid. Three-way calling is not permitted. Phones are programmed to turn on at 8:00 a.m. and off at 10:00 p.m.
Phones may be delayed coming on or may be turned off without notice for security/sanitation reasons. Phones will again be turned on when the security/sanitation issue has been resolved.

Inmates are solely responsible for keeping any phone PIN private. Inmates are not authorized to share PINs. Neither the Shelby County Correctional Facility nor the current phone provider for the Shelby County Correctional Facility is responsible for other inmates using another inmate’s PIN. If an inmate believes their PIN has been lost or stolen, report it immediately to correctional staff.

Telephone calls, other than those permitted at the time of initial entry into the facility, are a privilege and not a right and will be given to those inmates who have earned them through cooperation with the facility personnel in conforming to the prescribed Rules and Regulations of the Shelby County Corrections Facility.

Hearing impaired inmates will be provided the use of equipment to make phone calls in a designated area. Calls can be made at the discretion of the Shift Supervisor.

Inmates will not be allowed incoming calls and general messages will not be taken for an inmate by facility personnel. Emergency messages will be taken and passed along to the inmate. Emergency messages will include a recent death in the family, a family member in a serious accident or a family member who has taken seriously ill. Facility personnel will inquire from the caller as to the exact nature of the emergency and, in some cases, may verify it through other sources.

Inmates may request emergency phone calls from the facility phones by filling out an Inmate Request Form. All long distance phone calls must be collect. Calls cannot be billed to a third party number.

Inmates will not call this facility’s offices, either directly or via a third party. Noncompliance will result in disciplinary sanctions.

26. HAIRCUTS AND FACIAL HAIR:
Haircuts will be given according to the posted schedule. Inmates refusing to cut longer hair or refusing to shave will not be allowed to become an inmate worker or a kitchen worker. Hair must be kept clean. Longer hair may be required to be cut if a health issue arises. This will be at the discretion of the medical staff and/or the Jail Administration. Inmates should always be on the lookout for head lice and report any discovery of such to a corrections officer. No unusual cuts will be given.

27. RELIGIOUS SERVICES:
Jail chaplains will visit the facility for spiritual guidance and counseling. They also are able to contact your local minister and family regarding emergency situations. They distribute religious literature and conduct services. Attendance is voluntary. No religious material is allowed in from the outside except as provided by the jail chaplains. Private clergy are allowed one thirty-minute video visit per inmate per week. Private clergy shall provide a photo ID and proof that he/she is an ordained clergy member or spiritual leader of a duly chartered, incorporated congregation. Private clergy are also required to sign the non-scheduled clergy visitation form.

28. INMATE WELFARE:
The management and control of the Shelby County Corrections Facility is vested in the Sheriff of Shelby County and his staff. Therefore, “Kangaroo Courts,” “Sanitary Courts” and other inmate organizations under the management and control of the inmates is STRICTLY PROHIBITED.
Inmates are strongly encouraged to report inmate sexual abuse and any criminal activity or rule violation activity to staff immediately. See Sections 35 & 36 for more information.

29. PERSONAL PROPERTY:
Upon admittance to this facility, you will be given a receipt for all personal property taken from you. Your property will be stored for you until your release or transfer from this facility. Items that you may keep in your possession are:

a. 6 pair of white socks
b. 6 plain white undershirts (no pockets)
c. 6 plain white under shorts (briefs or boxers, no thongs)
d. 3 bras (white) (females) (no under wire)
e. 2 pair of commissary purchased shoes
f. Correspondence: Total of all paperwork must not exceed a thickness of two (2) inches (this includes legal and personal correspondence)
g. Prescription eyeglasses or contact lenses and solution
h. Wedding ring (Band only, no stones)
i. 5 Personal photographs, no larger than 4x6 (no explicit or suggestive pictures)

Prior to leaving this facility – it will be your responsibility to ensure that all of your personal property has been returned to you. Property that is abandoned will be disposed of fifteen (15) days from the date of your release.

30. COURT ATTIRE:
Each inmate is responsible for his or her own appropriate court attire. The facility issued uniform is the only acceptable clothing for court. Uniforms will be worn the correct way. Civilian attire may be worn for jury trials only. Trial clothes will be accepted only when an inmate’s case has been called for trial by the judge and it is set to begin. The inmate’s attorney or family member may bring civilian clothing to this Facility for the inmate to wear during his/her jury trial. All court clothes must be picked up within fifteen (15) days after the jury verdict has been announced or a plea has been entered. All court clothes not picked up in fifteen days will be donated to a recognized charity. Court clothes will consist of the following:

a. One dress or pants suit (women)
b. One suit or one pair of trousers and one shirt (men)
c. One tie
d. One pair of shoes
e. One small belt

31. MEDICAL CARE:
All inmates will receive a medical screening at the time of booking. Also, a Health Appraisal will be completed for each inmate within 14 days after their arrival at the facility. It is YOUR responsibility to make the booking officer and medical staff aware of any medical problems that you may have and any medications which you are required to take. The screening sheets are reviewed by the nursing staff who determines the level of care necessary while inmates are here at the facility. This may include a blood test for sexually transmitted diseases and/or a test for tuberculosis (TB). Other testing will be done as determined by the medical department. Refusal to cooperate with the medical staff may result in medical lock down or disciplinary action.

There is a nurse either on duty or on-call at all times. The proper way to obtain medical attention is outlined below:
Emergency cases – If you have an emergency, contact a correctional officer and he/she will arrange for help. If you declare a medical emergency and the nurse determines that it is not an emergency, you will be charged for the nurse’s visit.

Routine sickness – Fill out a request slip (sick call), in full, and return it to the nurse on rounds. You must explain your reason for needing to see the nurse.

Please ask for help when you need it and refrain from making unnecessary requests.

The following is notice regarding the co-payment charged for certain medical services at the Shelby County Corrections Facility.

a. Co-Pays for medical services from the nurse, doctor or dentist, lab work/X-Rays and medications will be charged to the inmate’s account. Some exceptions may exist for inmates being housed on a contract basis.

b. All inmates will receive the same level of medical, dental and mental health care regardless of their ability to pay.

c. If the inmate has insufficient funds to cover the co-pay, the inmate’s account will be debited as money is placed into the account. If an inmate leaves the facility with a negative balance and returns at some later date, the negative balance may carry over and the inmate’s account will be debited as he/she receives money on the account.

d. When an inmate turns in an Inmate Medical Request Form, the inmate will be assessed/charged a co-payment fee in accordance with the fee schedule. This applies to over the counter medication as well (aspirin, Tylenol, antacids, etc.).

e. When an inmate is referred to a doctor or the dentist by a nurse, the inmate will not be charged for the initial visit to the nurse unless they later refuse to see the doctor, dentist or mental health physician.

f. Once the inmate is seen, the nurse will complete an Inmate Medical Unit Charge Sheet. All completed forms are forwarded to inmate accounts for payment.

g. There will be no charge for any inmate required to see the nurse for medical clearance for a work detail or for the initial medical review at time of booking.

h. Certain medical monitoring will not be charged a co-pay. These include, but are not limited to the following: blood pressure monitoring, TB skin test, blood sugar checks, etc.

32. COPYING SERVICES:
Inmates may request reproductions or “copying” of their legal documents. Inmates are subject to a copying fee charged at the rate of 25¢ per page. Funds for copying services will be deducted from the inmate’s account. No copying will be done for personal papers.

33. COURT APPEARANCES:
The Shelby County Sheriff’s Office Transport Unit will transport you to any district, circuit or federal court in which you are required to attend. Municipal inmates will be transported to that court by the appropriate agency. However, there are various court dates where your presence
will not be required. If the Judge, District Attorney or your attorney tells us not to bring you to court, you will not be transported to court. Therefore, you may have some court dates come and go without an appearance by you.

While in Court, you are expected to remain quiet unless spoken to by court personnel. Talking among other inmates is not permitted. You will also not be allowed to visit with family or friends while in court.

If you bring anything back from court, other than legal papers from the court or your attorney, it will be considered contraband.

34. INMATE GRIEVANCE (Not related to Disciplinary Action):
It is the policy of the Shelby County Corrections Facility that grievances may be initiated by any inmate, at any time, for mistreatment or abuse by jail personnel or other inmates without fear of retribution. Inmate Grievance Forms will be distributed at A.M. “pill call” and collected after lunch or as directed by the on-duty shift supervisor.

The inmate will file his grievance in writing on the Inmate Grievance Form. The grievance will be given to a corrections officer who will attempt to resolve it. If he/she cannot resolve the grievance, it will be forwarded to the shift supervisor. If the shift supervisor cannot resolve the issue, the grievance will be forwarded to the Lieutenant. If the Lieutenant cannot resolve the issue, the grievance will be forwarded to the Jail Commander.

Every effort will be made to resolve a grievance, verbally or in writing, within three (3) working days from the date the original grievance is received. A written record of the grievance resolution will be forwarded to the inmate within fifteen (15) days from the original grievance date, and a copy will be placed in the inmate’s file.

Grievances of an emergency nature will be dealt with on a more expedient time frame according to the nature of the situation.

The inmate filing the grievance must allow the appropriate time for the grievance to be answered. Multiple grievances for the same complaint will not be accepted. No block-wide grievances will be accepted.

35. PREA COMPLIANCE (Prison Rape Elimination Act):
It is the policy of the Shelby County Correctional Facility to prevent, detect and respond to any allegation of inmate sexual abuse. Report any act of inmate sexual abuse IMMEDIATELY to a corrections officer as this is the preferred method. Other ways to report inmate sexual abuse are:

1. Use any inmate phone and immediately report any inmate sexual abuse by following the below instructions.
2. Complete a request/grievance form immediately and give to an officer.

36. REPORTING CRIME TIPS OR FACILITY VIOLATIONS-
Inmates can report any crime tips, assaults, facility violations and any other reasonable information to the Inmate CRIMETIP line by utilizing any inmate phone and following the below instructions. Inmates are encouraged to report any serious information immediately to an officer.
ALL CALLS SUBJECT TO
MONITORING AND RECORDING

Instructions for Phone Use and Commissary Orders
Buy Phone Time from Commissary

1. Press 1 for English, press 2 for Espanol, 7 for Crime Tips and 9 for PREA (Prison Rape Elimination Act)

   Presione 1 para Inglés, presione 2 para español, 7 para pistas y 9 para PERA (Ley de Eliminación de Violaciones en Prisión)

2. Enter your Resident ID.

   Entre su numero de Identificacion de Residente.

3. Enter your PIN number

   Entre un código PIN

4. To make a collect call (or Prepaid Collect) press 1, to make an inmate prepaid call press 2, to call Commissary press 7, or to call Customer Service press 9.

   Para llamadas por cobrar, oprima 1. Para llamadas al comisario, oprima 7, o llamar al cliente prensa Servicio 9.

5. If you make a collect call, dial the Area Code and Number you wish to call. For International Calls, please dial 011+Country Code+number you wish to call.

   Para llamada por cobrar Marque el Area y el numero que desea llamar. Para llamadas a Mexico o Internacionales, por favor marque 011+Codigo del Pais + numero que desea llamar.(El Codigo del Pais Mexico es 52)

3 way calls are subject to being disconnected
Llamadas de 3 lineas seran desconectadas

For Customer Service regarding your prepaid telephone account, have your family call 1-800-943-2189 or visit www.ncic.com

Para servicio al cliente con respecto a su cuenta de teléfono de prepago, haga que su familia llame al 1-800-943-2189 o visite www.ncic.com
# LIST OF PROHIBITED ACTS

<table>
<thead>
<tr>
<th>Charge Description</th>
<th>Level of Offense</th>
<th>Day Range</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Section I – Assaults</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1-1 Armed Assaults or Attempts</td>
<td>Major</td>
<td>10 - 30</td>
</tr>
<tr>
<td>1-2 Unarmed Assaults or Attempts</td>
<td>Major</td>
<td>5 - 20</td>
</tr>
<tr>
<td>1-3 Verbal or Written Threats</td>
<td>Minor</td>
<td>3 - 10</td>
</tr>
<tr>
<td>1-4 Verbal or Written Threats Against Officials, Employees, or Other Persons of Constitutional Authority</td>
<td>Major</td>
<td>10 - 30</td>
</tr>
<tr>
<td>1-5 Verbal Disrespect to Officials, Employees or Other Persons of Constitutional Authority</td>
<td>Minor</td>
<td>3 - 10</td>
</tr>
<tr>
<td>1-6 Sexual Assault on an Inmate</td>
<td>Major</td>
<td>30 - 45</td>
</tr>
<tr>
<td>1-7 Sexual Assault on an Officer or Other Employee</td>
<td>Major</td>
<td>30 - 45</td>
</tr>
<tr>
<td>1-8 Assaults or Attempts on an Officer or Other Employee</td>
<td>Major</td>
<td>30 - 45</td>
</tr>
<tr>
<td><strong>Section II – Riots, Mutinous Acts and Disturbances</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2-1 Participating in Riots, Strikes, Mutinous Acts or Disturbances</td>
<td>Major</td>
<td>15 - 45</td>
</tr>
<tr>
<td>2-2 Inciting or Attempting to Incite Riots, Strikes, Mutinous Acts or Disturbances conveying any Inflammatory, riotous of mutinous communication by word of mouth, in writing or by sign, symbol or gesture</td>
<td>Major</td>
<td>10 - 30</td>
</tr>
<tr>
<td>2-3 Participating in, inciting a Minor Disturbance (minor disturbances are defined as a disturbance which goes beyond the point of a fight or similar incident but does not result in personal injury or property damage that is appreciable)</td>
<td>Major</td>
<td>10 - 30</td>
</tr>
<tr>
<td>2-4 Fighting</td>
<td>Major</td>
<td>10 - 30</td>
</tr>
<tr>
<td><strong>Section III – Contraband (Any article not sold in the canteen, issued by the jail or for which the inmate does not have written authorization from the jail)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3-1 Possession of Weapons, Ammunition or Explosives</td>
<td>Major</td>
<td>10 - 30</td>
</tr>
<tr>
<td>3-2 Possession of Escape Paraphernalia</td>
<td>Major</td>
<td>10 - 30</td>
</tr>
<tr>
<td>3-3 Possession of Narcotics, Unauthorized Drugs, Drug Paraphernalia or Unauthorized Beverages</td>
<td>Major</td>
<td>5 - 20</td>
</tr>
<tr>
<td>3-4 Trafficking in Drugs, Tobacco or Unauthorized Beverages</td>
<td>Major</td>
<td>5 - 20</td>
</tr>
<tr>
<td>3-5 Manufacture of Drugs or Unauthorized Beverages</td>
<td>Major</td>
<td>5 - 20</td>
</tr>
<tr>
<td>3-6 Possession of Aromatic Stimulants or Depressants such as Paint Thinner, Glue, etc.</td>
<td>Minor</td>
<td>3 - 10</td>
</tr>
<tr>
<td>3-7 Possession of Negotiable Item (cash, checks, money orders, credit cards, or any other negotiable item which is not authorized)</td>
<td>Minor</td>
<td>2 - 5</td>
</tr>
<tr>
<td>3-8 Possession of Unauthorized Identification (Drivers license, social security card, etc.)</td>
<td>Minor</td>
<td>2 - 5</td>
</tr>
<tr>
<td>3-9 Possession of Unauthorized Clothing or Linens (County or Personal)</td>
<td>Minor</td>
<td>2 - 5</td>
</tr>
<tr>
<td>3-10 Possession of Stolen Property (County or Personal)</td>
<td>Minor</td>
<td>2 - 5</td>
</tr>
</tbody>
</table>
### Charge Description

<table>
<thead>
<tr>
<th>Section III – Contraband (Any article not sold in the canteen, issued by the jail or for which the inmate does not have written authorization from the jail (cont.))</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-11</td>
</tr>
<tr>
<td>3-12</td>
</tr>
<tr>
<td>3-13</td>
</tr>
<tr>
<td>3-14</td>
</tr>
<tr>
<td>3-15</td>
</tr>
</tbody>
</table>

### Section IV - Unauthorized Area

| 4-1 | Escape or Attempts Unauthorized absence from Assigned Area (housing, job or any other assigned or designated area to which an inmate has been ordered to go or at which an inmate has been ordered to remain) | Major | 10 - 45 |
| 4-2 | Being in an Unauthorized Area (housing, job Recreation, visiting or any other area where an inmate is not authorized to be) | Minor | 5 - 10 |

### Section V – Count Procedure Violation

| 5-1 | Missing Count | Minor | 3 - 10 |
| 5-2 | Failure to Comply with Count Procedures | Minor | 2 - 5 |

### Section VI – Disobeying Orders

| 6-1 | Disobeying Verbal or Written Order (any order given to an inmate or inmates by staff member or other authorized person) | Minor | 3 - 10 |
| 6-2 | Disobeying Institutional Regulations | Minor | 2 - 5 |
| 6-3 | Possession of Another Inmate’s Identification | Minor | 3 - 10 |
| 6-4 | Altering/Destroying Inmate Identification | Minor | 3 - 10 |
| 6-5 | Failing to wear Jail Clothing as ordered by Jail Staff | Minor | 2 - 5 |

### Section VII – Destruction, Misuse or Waste of Property

| 7-1 | Destruction of County Property or Property belonging to another | Minor | 5 - 20 |
| 7-2 | Possession of Destroyed or Altered County Property | Minor | 5 - 20 |
| 7-3 | Altering or Defacing County Property or Property belonging to another | Minor | 5 - 20 |
| 7-4 | Destruction of County Property or Property belonging to another due to gross negligence | Minor | 2 - 5 |
| 7-5 | Misuse of County Property or Property belonging to another (used for purpose other than the intended purpose) | Minor | 2 - 5 |
| 7-6 | Willful Wasting of County Property or Property belonging to another (any waste of edible or usable property) | Minor | 2 - 5 |
| 7-7 | Arson or Attempts | Major | 15 - 30 |
| 7-8 | Tampering with or Blocking any Locking Device, Cell Door or Food Opening | Major | 15 - 30 |

### Section VIII – Hygiene/Sanitation

<p>| 8-1 | Failure to maintain Personal Hygiene or Appearance | Minor | 2 - 5 |
| 8-2 | Failure to maintain proper sanitation of Housing Area | Minor | 2 - 5 |</p>
<table>
<thead>
<tr>
<th>Charge Description</th>
<th>Level of Offense</th>
<th>Day Range</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Section IX – Miscellaneous</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9-1 Obscene or Profane Act, Gesture or Statement (Oral, Written or Signified)</td>
<td>Minor</td>
<td>3 - 10</td>
</tr>
<tr>
<td>9-2 Bribery or Attempts</td>
<td>Minor</td>
<td>3 - 10</td>
</tr>
<tr>
<td>9-3 Burglary or Attempts</td>
<td>Major</td>
<td>3 - 10</td>
</tr>
<tr>
<td>9-4 Attempt, Attempting to Conspire or Conspiracy with others to commit an Act which is Prohibited</td>
<td>Minor</td>
<td>3 - 10</td>
</tr>
<tr>
<td>9-5 Theft of Property Less than $50 value</td>
<td>Minor</td>
<td>3 - 10</td>
</tr>
<tr>
<td>9-6 Bartering with Others</td>
<td>Minor</td>
<td>2 - 5</td>
</tr>
<tr>
<td>9-7 Sex Acts</td>
<td>Major</td>
<td>3 - 10</td>
</tr>
<tr>
<td>9-8 Sexual Harassment (against any person)</td>
<td>Major</td>
<td>5 - 10</td>
</tr>
<tr>
<td>9-9 Unauthorized Physical Contact</td>
<td>Minor</td>
<td>3 - 10</td>
</tr>
<tr>
<td>9-10 Intoxication or Consumption of Intoxicants</td>
<td>Minor</td>
<td>3 - 10</td>
</tr>
<tr>
<td>9-11 Tattooing, Self Mutilation or Alteration of Identification</td>
<td>Minor</td>
<td>2 - 5</td>
</tr>
<tr>
<td>9-12 Lying to Staff Members or Others in Official Capacity</td>
<td>Minor</td>
<td>2 – 5</td>
</tr>
<tr>
<td>9-13 Feigning Illness or Malingering as determined by a Physician or other Medical Authority</td>
<td>Minor</td>
<td>2 - 5</td>
</tr>
<tr>
<td>9-14 Gambling or Possession of Gambling Paraphernalia</td>
<td>Minor</td>
<td>2 - 5</td>
</tr>
<tr>
<td>9-15 Mail Procedure Violations</td>
<td>Minor</td>
<td>3 – 10</td>
</tr>
<tr>
<td>9-16 Visitation Procedure Violations</td>
<td>Minor</td>
<td>3 – 10</td>
</tr>
<tr>
<td>9-17 Refusing to Work</td>
<td>Minor</td>
<td>5 – 20</td>
</tr>
<tr>
<td>9-18 Disorderly Conduct</td>
<td>Minor</td>
<td>3 – 10</td>
</tr>
<tr>
<td>9-19 Horse Playing</td>
<td>Minor</td>
<td>3 – 10</td>
</tr>
<tr>
<td>9-20 Presenting False Testimony before the Disciplinary Review Board</td>
<td>Minor</td>
<td>5 – 20</td>
</tr>
<tr>
<td>9-21 Extortion or Attempts</td>
<td>Major</td>
<td>10 – 30</td>
</tr>
<tr>
<td>9-22 Fraud or Attempts</td>
<td>Minor</td>
<td>3 – 10</td>
</tr>
<tr>
<td>9-23 Robbery</td>
<td>Major</td>
<td>10 – 45</td>
</tr>
<tr>
<td>9-24 Theft of Property more that $50 Value</td>
<td>Major</td>
<td>10 – 30</td>
</tr>
<tr>
<td>9-25 Indecent Exposure</td>
<td>Major</td>
<td>3 – 10</td>
</tr>
<tr>
<td>9-26 Wearing a Disguise or Mask</td>
<td>Minor</td>
<td>3 – 10</td>
</tr>
<tr>
<td>9-27 Loaning of Property or Anything of Value for Profit or Increased Return</td>
<td>Minor</td>
<td>2 – 5</td>
</tr>
<tr>
<td>9-28 Failure to Perform Work as Instructed (Different from Refusing to Work)</td>
<td>Minor</td>
<td>2 – 5</td>
</tr>
<tr>
<td>9-29 Use of Tobacco Product</td>
<td>Minor</td>
<td>3 – 10</td>
</tr>
<tr>
<td>9-30 Improper Communication (Communicating Over Vents, Written Notes, Through Doors, Etc…)</td>
<td>Minor</td>
<td>2 – 5</td>
</tr>
<tr>
<td>9-31 Violation of Any Criminal Code Offense</td>
<td>Major</td>
<td>10 – 45</td>
</tr>
<tr>
<td><strong>Section X – Court Appearances</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10-1 Unauthorized Talking</td>
<td>Minor</td>
<td>2 - 5</td>
</tr>
<tr>
<td>10-2 Improper communication (male/female)</td>
<td>Minor</td>
<td>2 - 5</td>
</tr>
<tr>
<td>10-3 Using Obscene Language</td>
<td>Minor</td>
<td>2 - 5</td>
</tr>
<tr>
<td>10-4 Making an Obscene Gesture</td>
<td>Minor</td>
<td>3 - 10</td>
</tr>
<tr>
<td>10-5 Threatening Court Personnel (Judge, D/A, Attorneys, etc.)</td>
<td>Major</td>
<td>10 – 30</td>
</tr>
<tr>
<td>10-6 Refusing to Keep Clothing in Neat Order</td>
<td>Minor</td>
<td>2 – 5</td>
</tr>
<tr>
<td>10-7 Returning to Jail with Contraband</td>
<td>Major</td>
<td>10 – 30</td>
</tr>
<tr>
<td>10-8 Fighting with anyone</td>
<td>Major</td>
<td>10 – 30</td>
</tr>
<tr>
<td>10-9 Littering (Throwing or Dropping Paper, etc)</td>
<td>Minor</td>
<td>2 - 5</td>
</tr>
</tbody>
</table>
Disciplinary Hearings
&
Inmate Appeal Process

The Shelby County Correctional Facility maintains a disciplinary hearing process which meets the due process requirements for correctional facilities as judged by the Supreme Court. The following explains the criterion which needs to be met to have a hearing. In addition, there is an explanation of how the hearing process is conducted at this facility.

If a minor infraction is committed an officer may choose to handle it informally with a written or verbal warning or may recommend, to the receiving shift supervisor, loss of privileges and/or disciplinary confinement (DC). Disciplinary confinement and/or loss of privileges for a minor infraction shall not exceed 15 days per incident.

If the infraction committed is a major infraction, the receiving shift supervisor may assign, at the reporting officer’s recommendation and based on the totality of the circumstances: privilege restrictions, disciplinary confinement, a combination of the two, or probationary days that may be served out if/when any further infractions are committed. Disciplinary confinement, loss of privileges, and/or probationary days shall not exceed 30 days per incident.

A disciplinary hearing will be held for every inmate who receives disciplinary confinement for any amount of days. An impartial disciplinary hearing officer (DHO), chosen by the jail administrator or his/her designee, will conduct a disciplinary hearing within the next two (2) working shifts of the DHO and the first availability of the reporting officer (if that officer is requested as a witness) but not within the first twenty-four (24) hours following the incident. If the disciplinary hearing is refused by the inmate, the hearing will be held without the inmate present. Minor infractions resulting only in the restriction of privileges will be ineligible for a hearing since there is not a liberty interest as designated by the courts.

The inmate will be notified in writing of the charges in advance of no less than twenty-four (24) hours before the hearing. The charged inmate is allowed to be present at the hearing unless the inmate refuses or is disruptive during the hearing process. The inmate is allowed to testify, present documentary evidence, and is allowed to call up to three (3) readily available witnesses at the hearing. Officers may be included as witnesses. Witnesses may be denied if there is reason to believe that the use of a particular witness may obstruct the hearing process or cause a safety concern. The inmate does not have the right to cross-examine or confront any witnesses.

The inmate does not have a legal right to either retained or appointed counsel at the hearing. However, in cases where the inmate is illiterate or where unusual or complex issues exist, the Disciplinary Hearing Officer may permit another person to assist the inmate with the hearing process. The inmate does not have the right to choose who will assist them and an officer or employee may be appointed to provide assistance. The assistant is not required to be present during the hearing and the assistant will not act as an advocate during the hearing.

The disciplinary hearing should be conducted similarly to a court hearing; inmates, witnesses, and reporting officers should address only the Disciplinary Hearing Officer so as to maintain order during the hearing process.

The Disciplinary Hearing Officer will make a decision without the inmate being present and will provide written findings to the inmate within three (3) days of the hearing. The written findings will include a statement by the Disciplinary Hearing Officer as to the evidence relied on, the disciplinary action taken (privilege restrictions, disciplinary confinement, and/or probationary days) and the reasons for the disciplinary action.
Any inmate who is dissatisfied with the Disciplinary Hearing Officer’s decision or the procedures of the hearing may make an appeal to the Assistant Division Commander. Appeals must be submitted within two (2) days of the inmate’s receipt of the Disciplinary Hearing Officer’s written findings and must state what part of the disciplinary hearing is being appealed. The Assistant Division Commander may make a decision or involve the Disciplinary Hearing Committee. Failure of the inmate to file an appeal within two (2) days of a decision constitutes a waiver of the right to appeal.

The decision of the Assistant Division Commander may be appealed to the Division Commander. The Division Commander will review the documentation of the previous proceedings and findings to ensure procedural integrity and legal correctness. The inmate will receive a written response concerning the findings within three (3) days. The Division Commander may, at his discretion, forward his findings to the Chief Deputy and/or Sheriff for further appeal but otherwise, will be the last step in the internal appeal process.

Keep in mind your jail record and disciplinary file is available for review by the courts and probation departments in assisting them in disposing of your case. If your misconduct violates Alabama or Federal Law, the act or incident could be referred to the District Attorney’s Office for appropriate criminal procedures. Any disciplinary actions or behavioral problems may also be forwarded to the appropriate agency or facility to which you may be transferred.